



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Licensure and Certification Acute & Home Care Section
2712 Mail Service Center ■ Raleigh, North Carolina 27699-2712

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REQUIREMENTS FOR HOME CARE AGENCY CHANGE OF OWNERSHIP
(Non-Certified Agency)

Prior to issuing a new license reflecting the completion of and approval for a planned change of ownership/corporate structure/merger/acquisition, etc., the following documents must be submitted to this office:

1. A cover letter, etc., giving details of the change of ownership and notification of the effective date of the changes.
2. A signed and properly executed Copy of Legal Documentation, etc. of the change(s) i.e., Bill of Sale, Assets Purchase Agreement, Title Transfer, Articles of Incorporation, etc.
3. Proof that you have previously owned or operated a home care agency as noted in 10A NCAC 13J .0903 (a) of the Home Care Licensure Rules. If the applicant cannot demonstrate to the Division of Health Service Regulation that he or she has ever owned or operated a home care agency, the applicant must attend home care training approved by the Division that is provided by the Association for Home and Hospice Care of NC.
4. Documentation that the agency director meets the appropriate qualifications as noted in 10A NCAC 13J.1001 (b) of the Home Care Licensure Rules.
5. A completed application delineating any changes in ownership, operation, corporate name, or delivery of services for each site from which services will be provided. **Please complete the application to reflect the agency's status after the proposed change of ownership.**
6. The required **licensure fee** needs to accompany the application. You will find a formula in which to use to determine the amount of the fee that is due at the time of submission on our web under Forms for Providers and fee schedule.

Upon receipt of the above items, this office will proceed with processing the proposed change of ownership. If this office can be of further assistance to you regarding this process, please call (919)-855-4620.

